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# Town of Shaftsbury

Municipal Offices at Cole Hall

## Meeting Minutes

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Shaftsbury, VT  
05262-0409  
(802) 442-4038

### Town of Shaftsbury Select Board Meeting

**Date of Meeting:** Monday May 5, 2025, at 6:00pm, in person at Cole Hall and remotely via Zoom.

#### Call to Order:

The meeting came to order at 6:00 PM. Present were selectpersons Naomi Miller (Chair), Zoe Contros Kearl (Vice-Chair), Mike Cichanowski, and Tony Krulikowski. Town Administrator Paula Iken, Treasurer Melanie Dexter. Also present were Shaftsbury Historical Society members Jim Cassidy and Abby Dansereau, members of the public Barbara and Daryl Wetherell, prospective Recreation Committee member Marie Watson, Recreation Committee Chair Deena Ruege, Cemetery Committee Chair Kathy Cardiff, Emergency Management Director Paul Dansereau.

#### 1. Conflict of Interest Statement:

No one expressed a conflict of interest with any item on the agenda.

#### 2. Minutes

Minutes from the April 21<sup>st</sup> Select Board meeting was reviewed, and amendments were made to vote count from 4-0-0 to 5-0-0. Ms. Contros Kearl said that Mr. Peacock was not visible but was present. Ms. Dexter's name was corrected from Decker (Item 7). Ms. Miller asked the board to consider, for consistency, whether they should be referred to as select persons or select board members, to be decided later.

#### 3. Announcements

Ms. Iken had an announcement from the Assessor's office: Reappraisals are continuing, and postcards being mailed. Grievance hearings are on Tuesday, May 13<sup>th</sup>, 2025, the purpose being an opportunity to grieve the value of your property. You must file a grievance application which can be found online on the Town of Shaftsbury webpage, dropped off to the Assessor's office at Cole Hall, or by email to [assessor@shaftsburyvt.gov](mailto:assessor@shaftsburyvt.gov). Call the Assessor, Gina Jenks, with questions at (802) 442-4038 ext. 103.

Ms. Iken then said that the town still needs volunteers for some committees:

- The Emerald Ash Borer Committee has already started to identify trees but needs more members to sit on the committee and make decisions about how to deal with the issue. There are enough volunteers cataloging trees.
- The Development Review Board
- The Planning Commission

In response to some of the suggestions that the auditor has made over the years, operations are being streamlined. Instead of cash registers, a module that connects to other town modules will be used and there will be a Zoning Administrator portal. Ms. Iken, Ms. Jenks, and Zoning Administrator Carlyn Mickle have participated in training on the portal.

#### 4. Warrants

Check warrant report # 25027: \$52,172.45.

Ms. Miller asked for a motion to approve. Mr. Cichanowski moved; Ms. Contros Kearn seconded. Motion approved 4-0-0.

Items over \$1,000.00:

- AFLAC \$1,594.00 Employee supplemental insurance
- Bennington County Sheriff's Dept. \$5,200.00 April fee
- Bove Fuel \$2,076.00 Gas, oil, and fuel DPW
- CAI Technologies \$2,400.00 Maintenance of lister tax maps
- Estech Systems Inc. (ESI) \$283.17 Cole Hall phones
- Innovative Surface Solutions \$5,454.00 and \$5440.00 DPW
- Madison Repair Services \$1,125.00 DPW Truck 6
- Limerick: \$1,795.00 new cash receipts module; \$4,001.00 Fee for Grand List reappraisal
- RCS Consulting \$1,640 Network maintenance
- Sycamore Landscaping \$1,600.00 Cemetery maintenance; \$3,208.00 Mowing contract
- ULine \$1,032.75 Howard Park message board
- Treasury Operations Division \$1,204.00 VT state tax - payroll

Items over \$1,000.00 passed 4-0-0.

Payroll warrant #23: \$659.92; \$20,785.33

Ms. Miller asked for a motion to approve. Mr. Cichanowski moved; Ms. Contros Kearn seconded. Motion approved 4-0-0.

Water warrants: Town offices \$114.54; Fire station \$254.54; New building \$79.54

Ms. Miller asked for a motion to approve. Mr. Cichanowski moved; Ms. Contros Kearn seconded. Motion approved 4-0-0.

PRW #10: \$5,562.67 Town portion of social security and retirement funds (Total amount \$22,854.52)

Ms. Contros Kearn moved to approve; Mr. Cichanowski seconded. Motion approved 4-0-0.

#### 5. Public Comments:

Jim Cassidy representing the Shaftsbury Historical Society thanked the Select Board for their help with the Expedition to Ticonderoga event that took place on May 3<sup>rd</sup>. Mr. Cassidy updated the board on the success of the event, with over 200 guests attended during the day despite rain. There were 26 volunteers from the Boy Scouts, Mt. Anthony high school and others and an overnight encampment. Abby Dansereau, Shaftsbury Historical Society treasurer, noted that the next event is the announcement of this year's Ordinary Girl on Saturday, June 2<sup>nd</sup> at 2:00 PM at the Galusha House.

Barbara Wetherell of Cleveland Ave. in Shaftsbury made a complaint about fireworks being set off on May 2<sup>nd</sup> between 8:30 – 8:45 PM from a residence at the corner of Holliday Dr. and Sycamore Ln. in the village. She described the fireworks as bottle rockets, rockets, and other screamers that are terrifying animals and disturbing the people who live in the area. Ms. Wetherell noted that fireworks are illegal in Vermont (Title 20 chapter 177 § 3132.) and she has asked different authorities for help. She is asking the town to help before someone gets hurt. Daryl Wetherell then spoke on behalf of veterans being stressed by the fireworks. He worked for 30 years at the Vermont Veterans Home and has seen the traumatic reactions of veterans triggered by sudden loud noises. He also requested that the town step in. Ms. Miller thanked the Wetherells for bringing this issue to the Select Board's attention, said that they will do what they can and get back to them.

#### 6. Treasurer's Report

Ms. Dexter discussed cash flow including receipt of a large amount of delinquent taxes, better than usual for the time of year. The cash balance is \$301,278.58. However, \$33,000.00 for an equipment purchase will go back into the General Fund. Ms. Dexter said that both revenues and expenditures are ahead of the budget due to things outside the budget on both sides. Reserve Fund items had been previously discussed. Water bills are ready to mail. Ms. Dexter expanded on Ms. Iken's earlier comments on the cash receipts module. She stated that it isn't just that it streamlines things, it's also very important for internal controls. It tightens up the way cash is handled, and most departments are trained. Ms. Dexter said she is the "foot dragger" because she needs to figure out closing out former tax years so that there aren't issues in the reporting between delinquent taxes and current taxes. The

module will be running before taxes are collected.

7. DPW Report

Ms. Iken stated that the DPW was doing repairs and Spring chores such as road grading.

9. Recreation Committee Interviews: Marie Watson & Lynn Williams

Lynn Williams withdrew her name. Ms. Watson was present. She started by saying that she has grandsons in Little League and enjoys using the park and is excited by the improvements. When asked by Ms. Miller what she would bring to the committee, Ms. Watson answered energy and creative ideas. Deena Ruege, Chair of the Recreation Committee, commented on Ms. Watson's knowledge of the area and longtime use of the parks. Ms. Miller asked Ms. Ruege about future plans. The dog park and DPW willingness to help was mentioned. Ms. Miller asked for a motion to appoint Ms. Watson to the Recreation Committee. Mr. Krulikowski moved; Ms. Contros Kearn seconded. Motion approved 4-0-0.

8. Cemetery Committee Report

Kathy Cardiff, Cemetery Committee Chair, stated that the committee was required to update the Rules and Regulations every 2 years. This was completed in November 2024. There were several changes including changing "casket burials" to "traditional non-cremated burials", moving the date of when holiday wreaths and flowers need to be removed from February 1st to March 31<sup>st</sup>, and new information about winter burials. The funeral home will receive an invoice from the town if they want to have a winter burial because DPW has to plow, thaw the ground etc. Ms. Cardiff also mentioned how helpful the DPW was. Ms. Miller asked for a vote. The update was approved 4-0-0.

9. 2025 LEMP Adoption: Paul Dansereau

Mr. Dansereau, Emergency Management Director, said that the Local Emergency Management Plan (LEMP) must be updated annually. He pointed out some areas of the LEMP where changes were made and noted that the LEMP is a working document with contacts and locations changing as needed. After the Select Board members reviewed the updated plan, Ms. Miller asked for a motion to adopt. Mr. Cichanowski moved; Ms. Contros Kearn seconded. Motion approved and 2025 LEMP adopted 4-0-0.

10. Request for Resolution Reaffirming Constitutional Rights

Ms. Miller brought up an email that all the members of the Select Board received with a proposal that Shaftsbury adopt a resolution condemning attacks on due process and affirming the constitutional rights of all people in Shaftsbury. She suggested that the Select Board read the proposal, think about it, and discuss it formally at the next Board meeting. The proposal could be amended. Ms. Contros Kearn noted that a similar proposal had been adopted in Rutland. Ms. Miller noted that several other Vermont towns had adopted the proposal.

13. Other Business

Ms. Iken noted that there is a local Economic Summit on May 20<sup>th</sup>. Last year the town paid for a couple of people on committees to attend. Members of the Energy Committee and the Economic Development Committee asked if the town would pay the \$130 fee this year. Ms. Miller asked for a motion to approve. Ms. Contros Kearn moved; Mr. Krulikowski seconded. Motion approved 4-0-0.

Ms. Iken then asked that the final bid date be removed from the RFP for the new town building as the due date was that evening, May 5<sup>th</sup> because more bids must be solicited. The board approved 4-0-0. There was a brief discussion on contractor availability and breaking the work into parts.

Ms. Contros Kearn, as a member of the public, brought up someone frequently speeding in a truck on Old Depot Rd. This road is used by walkers and bikers, some with children and/or dogs, and this truck almost hit someone. There was a brief discussion on steps to take.

14. Review of Action Items

Ms. Iken will call the Bennington County Sheriff about the fireworks on Holliday Dr.

Ms. Iken will update the RFP for bids on the new building  
All members will consider the Resolution Reaffirming Constitutional Rights

15. Adjournment

Ms. Miller made a motion to adjourn. Mr. Cichanowski moved; Ms. Contros Kearn seconded. Motion approved. Motion passed 4-0-0. The meeting was adjourned